



## CAMPAIGN FINANCE ANALYST VACANCY ANNOUNCEMENT

Federal Election Commission

**ANNOUNCEMENT NUMBER:** 07-045

**OPENING DATE:** 06/14/2007

**CLOSING DATE:** 07/11/2007

### **TITLE, SERIES, AND GRADE**

Campaign Finance Analyst, GS-301-5/7  
Salary **\$30,386 to \$48,933** per annum  
Full Performance Level is GS-11  
Multiple Vacancies ( one or more)

### **VACANCY LOCATION**

Federal Election Commission  
Reports Analysis Division  
Washington, DC

**AREA OF CONSIDERATION:** Applications will be accepted from U.S. Citizens.

**THE FEDERAL ELECTION COMMISSION IS AN EXCEPTED SERVICE AGENCY.**

### **ABOUT THE FEC**

The mission of the Federal Election Commission (FEC) is to ensure that the campaign finance process is fully disclosed and that all federal campaign finance laws and FEC regulations are effectively and fairly enforced. The FEC fulfills its mission through education and outreach, conciliation, rulemaking, Advisory Opinions, and litigation.

While the FEC is an independent regulatory agency, we are committed to modeling the best public and private sector practices. We are actively engaged in reaching out to various entities as we identify benchmarks for our future state. We are refining our structure, revising internal processes, and identifying automation enhancements to improve internal and external responsiveness. We are committed to ensuring that our human capital management processes make us an employer of choice, both within and outside of the public sector. Additionally, we are committed to ensuring that our annual information technology budget goes toward significantly improving our ability to serve citizens and that our systems are secure. And, finally, we are committed to ensuring that performance is routinely considered in management decisions and that programs achieve expected results and work toward continual improvement. In short, we are committed to a deliberate approach to using resources to achieve intended goals while holding managers accountable for achieving results.

The six Commissioners, no more than three of whom may represent the same political party, are appointed by the President and confirmed by the Senate. The Commissioners serve full time and are responsible for administering and enforcing the Federal Election Campaign Act. They generally meet twice a week, once in closed session to discuss matters that, by law, must remain confidential, and once in a meeting open to the public. At these meetings, they formulate policy and vote on significant legal and administrative matters. The Chairmanship rotates each year among the members, and generally alternates between the two political parties.

For additional information about [COMPLIANCE / REPORTS ANALYSIS DIVISION](http://www.fec.gov/about/offices/rad/rad.shtml) go to  
<http://www.fec.gov/about/offices/rad/rad.shtml>

The FEC has approximately 400 employees and an annual budget of approximately \$60 million.

### **MAJOR DUTIES**

At the entry-level position, the selectee will be a trainee and will participate in an extensive, in-depth training program. The program will introduce the selectee to the Federal Election Campaign Act, FEC Regulations, Commission and Divisional directives, policies and procedures as well as the methods and techniques used in report review, document flow and compliance actions. The selectee will be responsible for:

- Analyzing data and original documents to ascertain their accuracy and make judgments concerning the information submitted;
- Verifying data on a variety of computer indices against original documents;
- Performing special analytical projects;
- Developing and maintaining a professional rapport with filers and staff; and communicating clearly with others.
- Analyzing report responses and preparing detailed written documents.

## **QUALIFICATION REQUIREMENTS**

The Qualification Standards Handbook for General Schedule Positions will apply. Applicants must have at least one year of specialized experience that was performed at a level equivalent to the GS-4 level in the Federal service to qualify for the GS-5 level, and one year equivalent to the GS-5 level to qualify for the GS-7 level.

**Specialized experience:** is experience that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of this position .

**Education may be substituted for experience as follows:** a) for GS-5: a 4-year course of study leading to an undergraduate degree from an accredited institution; b) for GS-7: one full year of graduate level education or an undergraduate degree from an accredited institution with superior academic achievement at the undergraduate level, i.e., an overall GPA of 3.0 or higher.

**Time-in-Grade Requirement: Completion of 52 weeks of service at the next lower grade level. These requirements must be met by the closing date of this announcement (for current Federal employees).**

**COMBINATION OF EDUCATION AND EXPERIENCE:** Equivalent combinations of successfully completed education and experience may be used to meet the experience requirements

To qualify based on education, submit copy of transcript or list of courses with credit hours, major(s), and grade-point average or class ranking. Application materials will not be returned. Submit proof of your education with a transcript or list of courses with credit hours, major(s), and grade point average or class ranking. We will be unable to return these to you. You can receive credit for education received outside the United States if you provide evidence that it is comparable to an accredited educational institution in the United States when you apply.

### **PLEASE NOTE**

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.) Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html> All education claimed by applicants will be verified by the appointing agency accordingly.

### **Foreign Education**

Applicants who have completed part or all of their education outside of the U.S. must have their foreign education evaluated by an accredited organization to ensure that the foreign education is comparable to education received in accredited educational institutions in the U.S. This evaluation must be provided before midnight on the closing date of this vacancy announcement. For a listing of services that can perform this evaluation, see the National Association of Credential Evaluation Services (NACES) website.

**You must be a U.S. citizen to be eligible for this position.**

**KNOWLEDGE, SKILLS, ABILITIES (KSA)** The following factors will be used to determine the best qualified candidates.

1. Skills in written and oral communication.
2. Skills in qualitative and quantitative analysis including analytical capabilities.
3. Ability to establish and maintain effective working relationships with people of different interests or perspectives at all levels of the organization.

4. Ability to plan and execute work duties. Applicants must have progressively responsible experience in an area of work or study that shows that the applicant has developed skills required to perform duties at the entry level.

### **HOW YOU WILL BE EVALUATED**

Each applicant is required to submit a comprehensive narrative statement that addresses the Knowledge, Skills, and Abilities (KSAs). The supplemental narrative statement should address the necessary level of skills, characteristics, qualities, specialized knowledge, and technical competence that would indicate successful performance at this level.

All required application materials will be reviewed to determine if applicants meet the mandatory qualification requirements. Qualification and experience determinations will be based only on the information supplied by the applicant.

The best-qualified candidates for this position will be distinguished from other applicants by an evaluation committee to determine the degree to which qualification requirements are met. Applicants should provide specific evidence of possession of the Knowledge, Skills, and Abilities (KSAs), as outlined above, to assist the evaluation committee in determining the best-qualified candidates that will be considered for final selection.

Applicants may be requested to furnish written references from individuals familiar with his/her qualifications.

### **CONDITIONS OF EMPLOYMENT**

This is a permanent full-time position is in the Excepted Service and does not confer Federal competitive status.

This is a bargaining unit position.

All standard government benefits program apply. Additional information on benefits for Federal Election Employees can be found at [www.opm.gov/](http://www.opm.gov/) job seekers.

Relocation expenses will not be paid.

The applicant selected may be subject to a full background investigation and security clearance. Continued employment will be subject to the successful completion of the investigation and favorable adjudication.

Selectee will be required to complete Form I-9 per the Immigration and Control Act, the Declaration for Federal Employment, OF-306, and applicable background investigation forms.

FEC work areas are smoke-free.

### **HOW AND WHERE TO APPLY**

Applicants must submit the following materials by the closing date of the announcement. Applications received after the closing date of the announcement will not be considered.

1. Use one of the following: a resume; or Optional Application for Federal Employment Form (OF-612); or Application for Federal Employment (SF-171); or any other type-written format. Whichever version is used must include the following:
  - a. Vacancy Announcement Number and Position Title
  - b. Your full name, social security number, day and evening phone numbers, mailing address, country of citizenship. If applicable, reinstatement eligibility to Federal service and highest Federal civilian grade ever held on a permanent basis.
  - c. Name, city and state of high schools and colleges/universities attended with date(s) of diploma. For college include majors, and type and date of degree(s).
  - d. Job titles, salaries, employers' names and addresses, supervisors' names and phone numbers (indicate if we may contact your current and former supervisors), starting and ending dates and hours per week of unpaid or non-paid work experience that relates to this vacancy.
  - e. Job-related training courses, special skills, certificates and licenses, honors, awards and publications.
2. Narrative statement that addresses each Knowledge, Skill, and Ability.

3. Former and Current Federal competitive service employees must submit a Standard Form 50 (Notification of Personnel Action) that verifies their career status.
4. A current performance appraisal dated within 18 months or an explanation as to why one is not available.

**PLEASE SEND YOUR APPLICATION PACKAGE TO:**

Applicants are strongly recommended to apply via email. The email address for this announcement is [fecjobs@fec.gov](mailto:fecjobs@fec.gov). The subject line must contain the announcement number and the applicant's name. You should fax supplemental information ONLY (include your name and announcement number) to 202-219-3588.

Applications/resumes submitted via mail must be received in the FEC HR Office by the closing date of the announcement. Applications received after the closing date of the announcement will not be considered. The mailing address for packages is:

Federal Election Commission  
Office of Human Resources  
999 E Street NW, Suite 500  
Washington DC 20463

For additional information, call Adam Sawan at 202-694-1080.

The FEC is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, national origin, religion, gender, age, marital status, sexual orientation, physical disability, lawful political affiliation, or labor organization affiliation or non-affiliation. The FEC provides reasonable accommodations to applicants with disabilities.